



### **PROCEDURE FOR ACQUIRING MANUFACTURED HOME PERMITS**

The Catawba County Permit Center needs the following approvals and applications turned into the office before a manufactured home permit can be issued.

1. Zoning approval from the proper zoning jurisdiction (see list below).
2. Health Department approval if there is an existing septic tank system on the property, or one will be placed on the property, or conformation of city sewer services provided. (An Authorization to Construct must be obtained from the Environmental Health Department or you must have approval of an existing system).
3. An application for **Manufactured Home Permit** (this is given out by the Zoning Office) completed by the person or company setting up the manufactured home and returned to the Permit Center. If a licensed set up contractor is to be listed on the permit, the contractor must state his name as listed in the license book, license number, address, and sign the application form.  
**\*\*\*\*FEE \$65.00\*\*\*\*** Fees are collected when the permit is issued to individuals who do not have a billing account with Catawba County.
4. An application for an electrical permit completed by the electrician or homeowner (if the home is located on rental property, a licensed electrician must apply for the permit). **\*\*\*\*FEE \$40.00\*\*\*\*** Fees are collected when the permit is issued to individuals who do not have a billing account with Catawba County.
5. An application for plumbing permit completed by the plumber or homeowner (if the home is located on rental property, a licensed plumber must apply for the permit). **\*\*\*\*FEE \$40.00\*\*\*\*** Fees are collected when the permit is issued to individuals who do not have a billing account with Catawba County.
6. An application for mechanical permit may be required if an outside heating/cooling unit is to be installed. The application must be completed by the mechanical contractor or homeowner (if the home is located on rental property, a licensed mechanical contractor must apply for the permit). **\*\*\*\*FEE \$40.00\*\*\*\*** Fees are collected when the permit is issued to individuals who do not have a billing account with Catawba County.

Permits will be issued after all the above approvals and applications have been received in the Building Inspection Office. Fees for all permits are collected when the permit is issued, unless an approved account has been set up in advance.

**\*Applications completed out of the office by contractors not established with Catawba County must be notarized.\***

**\*\*NO ELECTRICAL POWER WILL BE GIVEN UNTIL ALL INSPECTIONS ARE MADE AND  
APPROVED BY THE BUILDING INSPECTOR\*\***

Catawba County Permit Center	465-8399
Catawba County Zoning Office	465-8380
Newton Zoning Office	465-7400
Maiden Zoning Office	428-5007
Town of Catawba (Mon-Fri 1-5)	241-2215
City of Claremont (Tuesday AM only)	459-7009
City of Conover	464-1191
Town of Longview	322-3921
Environmental Health	465-8270

**IF THERE ARE ANY FURTHER QUESTIONS PLEASE CALL THE PERMIT CENTER AT  
828-465- 8399 BETWEEN 8:00AM AND 5:00PM.**